



## Office of the Missouri State Auditor - Career Opportunity

**POSITION TITLE:** Executive Assistant I  
**LOCATION:** Harry S Truman Building - Jefferson City, MO  
**SALARY RANGE:** \$29,004 - \$33,180 Annually

The State Auditor's Office is seeking an **Executive Assistant I** whose primary purpose is to perform a variety of complex administrative tasks and functions in support of the State Auditor's Office. Responsibilities require initiative, independent judgment and maintaining high levels of professionalism, discretion and confidentiality.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*This description may not include all of the duties, knowledge, skills, or abilities associated with this position.*

- Provides complex administrative support to the State Auditor's Office executive staff.
- Compile daily news clips of office media coverage, including execution of metric driven analysis of the office's reach and impact on issues throughout the state in support of the Communications team.
- Assist the Tax Rates section with organizing correspondence, preparing letters, filing and streamlining calls.
- Schedules meetings and coordinates logistical arrangements for travel and other engagements.
- Compose and draft correspondence. Review documents for accuracy, completeness, and compliance.
- Establishes and maintains complex filing systems; prepare and oversee the preparation of records.
- Enters, updates, and/or retrieves information utilizing automated systems; operates standard office equipment.
- Perform other related work as assigned.

### **JOB KNOWLEDGE, SKILLS, AND ABILITIES:**

- Comprehensive knowledge of office practices, procedures and equipment.
- Comprehensive knowledge of word processing, office suite: word, excel, PowerPoint
- Exceptional written and verbal communication.
- Ability to apply and interpret SAO policies and procedures.
- Ability to maintain a high level of discretion when dealing with sensitive and confidential information
- Ability to effectively communicate both verbally and written.
- Ability to plan and carry out complex assignments within given deadlines and minor supervision.
- Ability to establish and maintain working relationships with officials, staff, and the general public.

### **QUALIFICATIONS:**

- Four or more years of experience in clerical or general office support work; and possession of a high school diploma or proof of high school equivalency.

### **APPLICATION PROCESS:**

*In order to be considered for this position, please submit application, cover letter, resume, copy of transcripts (if applicable) and contact information for three professional references to:*

Office of the Missouri State Auditor  
ATTN: Human Resources  
P.O. Box 869  
Jefferson City, MO 65102  
Fax: (573) 751-7984  
Email: [sherrie.brown@auditor.mo.gov](mailto:sherrie.brown@auditor.mo.gov)

*Employment Application can be located on our website at: [auditor.mo.gov](http://auditor.mo.gov)*